



SMALL PROCUREMENT DOCUMENTS
for Construction Related Professional Services - RFP, Proposal & Award per
AS 36.30.320 and 2 AAC 12.400

PART A – REQUEST FOR PROPOSALS

NOTE: State Small Procurement Limit is \$200,000; FHWA/FAA/FTA Small Procurement Limit is \$150,000.

GENERAL INFORMATION

These documents consist of three parts (Part A - Request for Proposals; Part B - Proposal Form; Part C - Contract Award, Notice to Proceed & Invoice Summary) – **plus the current edition dated January 2018 of the Standard Provisions Booklet** (DOT&PF Standard Provisions for Small Procurements of Construction-Related Professional Services) that is hereby incorporated by reference. The Booklet will not

be distributed with any of the three parts; however, a copy may be obtained on our website at the following link: <http://www.dot.state.ak.us/procurement>. The Booklet contains copies of the Small Procurements Procedure (Chapter 2 of the PSA Manual), Appendix A (General Conditions), Appendix C (Compensation), Exhibit C-1 (Methods of Payment), Appendix D (Indemnification and Insurance), and Appendix E (Certificate of Compliance).

Project Title: Central Region Technical Planning Services		Contracting Agency:	
Project Number: HFHWY00114 Federal Number: 2000043 Project Site (City, Village, etc.) Central Region, AK		State of Alaska DOT&PF – Central Region 4111 Aviation Avenue Anchorage, AK 99502	
Agency Contact: Allen Kemplen, AICP-CTP Project Manager		Phone: (907) 269-0513	Email: allen.kemplen@alaska.gov
Estimated Amount of Proposed Contract:		<input checked="" type="checkbox"/> less than \$50,000 <input type="checkbox"/> \$50,000 to \$100,000 <input type="checkbox"/> \$100,000 to \$150,000 <input type="checkbox"/> \$150,000 to \$200,000	
Funding Source (check all that apply): <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> Other:			
REQUIRED SERVICES: <input checked="" type="checkbox"/> are described in the attached consisting of 1 page, dated 8/28/2019. OR: <input type="checkbox"/> are described as follows:			
Note: (1) Any proposer listing as a member of their team a current public officer or a former public officer who has left State service within the past two (2) years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position. If required, submit the attached Former Employee's Certification of Eligibility (Form 25A270). The page limit noted below does not include this form. (2) To ensure the Department meets its overall DBE Utilization Goal, DBEs are encouraged to participate in this solicitation.			
Note: Offerors shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the purchasing authority before proposal due date. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing before the proposal due date.			
PERIOD OF PERFORMANCE:		Begin: September 2019	End: September 2019

PROPOSAL FORMAT

Written proposals to provide the required services shall consist of the enclosed "Part B - Proposal Form", completed as indicated, plus a **letter not to exceed five (8.5" x 11") pages**. If a Price Estimate is

required, the page limit does not include the Price Estimate. Proposals that exceed the page limit may be disqualified. Proposals may be sent electronically as indicated on page 2, or hand delivered to the Contracting Agency.

PRICE AND METHOD OF PAYMENT

☐ **A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.

☒ **A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid; it is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)

1. * Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):

Job Classification	Name	Total Hours	Rate (\$/hr) *	Estimated Cost (\$)	Total DCDL \$
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 2. * Indirect Costs (IDC). IDC Rate: ____% Total IDC \$
 3. Subcontracts. List each, the amount for each and **attach an estimate in this format for each.** Total Subcontracts \$
 4. Expenses. (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:

Item	Quantity	Cost (\$/Unit)	Estimated Cost (\$)	Total Expenses \$
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 5. * Total Estimated Cost. Sum of DCDL + IDC + Subcontracts + Expenses. Total Cost \$
 6. * Proposed Fee. List a proposed **amount** (not a percentage) for profit. Fee \$
 7. Total Estimated Price. Sum of Total Estimated Cost plus Proposed Fee. Total Price \$
- * Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.

SUBMITTAL DEADLINE AND LOCATION

DATE: **September 5, 2019**

PREVAILING TIME: **4:00 PM**

EMAIL: crdotpfcontracts@alaska.gov

Hand deliver proposal directly to following location, and person, if named; or email to address above:

State of Alaska
Department of Transportation & Public Facilities
Attn: Kathleen A Bridenbaugh, PSA Supervisor
4111 Aviation Avenue
Anchorage, AK 99502

Late proposals will not be considered. **Offerors** are responsible to assure timely delivery and receipt and **are encouraged to respond at least four business hours prior to the above deadline.** Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will **not** be provided.

BASIS OF SELECTION

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors. Address DBE participation.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate.
- 5) Other: Provide list of firm(s)' current contracts with the Contracting Agency (statewide).

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A



Alaska Department of Transportation & Public Facilities

SMALL PROCUREMENT DOCUMENTS PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Central Region Technical Planning Services
RFP No.: 25202031

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task. Assumptions made in formulation of the proposal and the support expected from the Contracting Agency shall be defined. The key individuals who will perform services shall be named (including all who would be "in responsible charge" (Ref: AS 08.48) for Architecture, Engineering, Land Surveying and/or Landscape Architecture

with their Alaska registration number). Include a brief – about one paragraph – statement for each person named that describes **experience directly related** to the service(s) they will perform. Proposed subcontracts, if any, shall be explained. Resources; e.g., support personnel, facilities, equipment, current and projected workload could be summarized. Any **unique** qualifications or knowledge of the project, project area, or services to be provided, should be identified.

ALASKA STATUTORY PREFERENCES

☐ are ☒ are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

☐ Alaska Bidder (Offeror) **AND>>** ☐ Veterans **AND >>** ☐ Employment Program **OR** ☐ Disabled Persons
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)

Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A – RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [] Certification of Compliance (Alaska Licenses & Registrations, and Certifications).
- [] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
- [] Professional Liability Insurance as follows:
 - ☒ As available.
 - ☐ Minimum of \$300,000.
 - ☐ Minimum of \$500,000.
- [N/A] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

For Small Procurements over \$50,000, by signature on this form, the Offeror certifies that all services provided under this contract by the Contractor and all Subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the Offeror must contact the Contracts Officer to request a waiver at least 24 hours prior to proposal deadline. The Offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to

comply with this requirement may cause the state to reject the proposal as non-responsive, or cancel the contract.

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Offeror and Subcontractors. This proposal is valid for at least ninety (90) days.

Signature **and Date**

Name:
Title:
Offeror (Firm):
Street or PO Box:
City, State, Zip:
Telephone - Voice:
Telephone - Fax:
Email:

Federal Tax Identification No. :

Type of Firm (Check one of the following):

- ☐ Individual ☐ Partnership
- ☐ Corporation in state of:
- ☐ Other (specify):

END OF PART B

Proposed Statement of Service

Central Region Technical Planning Services

In order to ensure the Planning Field Office is prepared to meet existing and anticipated transportation issues, the Central Region Planning Field Office of Program Development, is soliciting contractual assistance with the following professional level technical planning services.

Price proposals are being solicited for a Website Assessment White Paper.

Scope of Work

Website Assessment - The general public increasingly expects to access information via the Internet, and the Department's planning activities are no exception. The Department is seeking assistance with a review and assessment of at least five (5) western State DOTs web portal for Planning and Program Development related information. The Contractor shall review each State's website that serves as the gateway to Planning and Programming related services. This review will include an assessment of the effectiveness of each portal in terms of ease of user use, quality and quantity of technical information, understandability by the general layperson, interactive features including requests for information and/or public comments, how the site is kept current and what entity is responsible for updates. The Contractor shall produce a White Paper detailing the results of the website survey with recommendations for consideration by the Alaska DOT.

Project Schedule

There is a time constraint on acceptance of all deliverables due expiring federal funds available for payment. As such, notice is given that there is an accelerated schedule for production of acceptable work products. This solicitation is for professional level services (defined as adhering to the ethical standards adopted by the American Institute of Certified Planners), and no products will be accepted unless this standard is met.

Drafts are due no later than September 20, 2019.
Final deliverables are due no later than September 26, 2019.

All payable work items must be deemed acceptable by the Contracting Agency prior to payment of final invoice. All requests for payment must be received by the Contracting Agency by close of business on September 27, 2019.